

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Block Planning
Office of Personnel (PERS) Space Requirements

FROM:

OL/NBPO

3E 40 Hqs

EXTENSION

NO.

DATE

11 APR 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
OP/Log
2.

1. Once I receive the additional information, I will finish updating the computer run for your review.

Thanks for all your time on this.

Att

11 APR 1984

MEMORANDUM FOR THE RECORD

SUBJECT: Block Planning
Office of Personnel (PERS) Space Requirements

STAT

1. On 21 March 1984, the undersigned met with [] to review Office of Personnel (OP) space requirements. The following topics were discussed:

SPECIAL SPACE:

- a. Classroom/Interview 1,200 sq ft DD/E/DIV.4
Classroom 1,100 sq ft DD/E/DIV.4

Classrooms will be reviewed by OTE. It was noted that these rooms would be used for interviews of applicants and for personnel testing, such as typing test.

- b. Computer Room 600 sq ft DD/E and DD/PA&E

What type of equipment is housed in this room? Is it for support of the WANG system?

- c. Copy Room 300 sq ft
50 sq ft

It was stated that on each of floors 1 through 6 of the New Building there would be two copy centers. The smaller of the two requested was deleted, but the 300 square foot copy center run by the Employment Division would still be necessary. Over 10,000 copies are made per month because of the considerable paperwork involved with each applicant.

- d. File Rooms 1,800 sq ft main file room

- The 1,800 sq ft main file room is to be located near a registry.
- The 1,100 sq ft file room is to be used for position inventory.
- The 1,000 sq ft file room was not originally listed on the run. It does presently exist at Ames. What is the function in this area?

-- The 400 sq ft file room was increased to 500 sq ft. Please explain the difference. The original 400 sq ft was OP's projected 1987 requirement.

e. Library 630 sq ft

This library primarily is used by PMCD for position description manuals. It was asked if OP could review their needs and consider if this effort could be relocated to OCR's main library.

f. Storage 50 sq ft

This storage room will be used for the storage of projection equipment.

OFFICE SPACE:


84 TO FIGURES

The Comptroller shows PERS receiving only 8 new positions, and PERS shows over 80. One of the main reasons for this difference is the reorganization in the DCI. EEO and the CT were placed under OP's responsibility.

We reviewed the computer run to see which groups would be located in the New Building, the Existing Building, or off the site. They were identified as follows:


Existing Building	-	SP/BSD/CPB SP/BSD/PROTO
Offsite	-	Only DIV 4/WCO
New Building	-	All Others

STAT


New Building Project Office
Office of Logistics

Distribution:

Orig - OL/NBPO

1 - 
OP/Log

STAT